



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
SUPERVISING FOOD & DRUG INVESTIGATOR**

Departmental - Open

Final Filing Date: April 2, 2014

Bulletin Release Date: March 3, 2014

VW70-9036 4H129



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: Standard State Applications (STD. 678) must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit hard copies to:

Mailing Address:

**California Department of Public Health
Selection & Certification Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378**

File in Person Address:

**California Department of Public Health
Selection & Certification Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Telephone: (916) 322-4460**










DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.

FINAL FILING DATE: Applications (STD. 678) must be submitted by **April 2, 2014**, the final filing date. Applications postmarked or personally delivered after the filing deadline will not be accepted.

SALARY RANGES: \$5,369.00 - \$7,006.00 per month.

EMPLOYEE BENEFITS:

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

-  Health, Dental, and Vision
-  Cash Benefit Programs
-  Disability Insurance
-  Work, Home, and Family
-  Beneficiary and Survivor Benefits
-  Awards
-  Retirement and Separation Benefits
-  Flexible Schedules
-  Public Transit Reimbursement (limits apply)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

POSITION DESCRIPTION: This is the full supervisory level of the series. Incumbents plan, organize, and direct the activities of the personnel assigned to a geographical area in a region. They supervise the conduct of the investigation and inspection work carried out in development of policies and procedures affecting their area of assignment. Incumbents select, train, and evaluate all staff in their district in all program functions.

Incumbents in this series generally work in all program areas; investigate and inspect physical facilities, operational procedures, and products to ensure that all materials, processes, and conditions of manufacture, distribution, and the like comply with required standards; collect and evaluate evidence; offer consultative services to public and industry regarding product and process; levy embargoes on violative products to prevent sale or distribution; supervise the destruction or reconditioning of embargoed or restrained products; investigate, evaluate, and take appropriate action on consumer complaints and illegal or fraudulent practices in the advertisement, manufacture, or sale of products; issue citations when violations are committed in their presence; receive appropriate peace officer training consistent with functions and POST certification requirements; make arrests and testify in civil and criminal accusations; provide instruction and evaluation of

other public and private food and drug protection programs. Positions at the Senior level may be allocated to the headquarters office performing special projects associated with new program development and implementation as well as coordination and liaison activities with other enforcement agencies and consumer advocate groups.

Positions exist with the Department of Public Health in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **April 2, 2014** the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, and name of institution, completion dates, and degree (if applicable). **Applications and resumes received without this information will be rejected. Please submit a copy of your unofficial transcripts as it relates to meeting the education requirements for this examination.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

Two years of experience performing the duties of a Senior Food and Drug Investigator in the California state service.

Or II

Four years of experience performing the duties of a Food and Drug Investigator, Range B, in the California state service.

Or III

Six years of professional food and drug experience including at least three years of administrative or supervisory responsibilities performing the duties of a registered sanitarian, food and drug inspector, or food or drug technologist in public agencies or private industry responsible for the application of Good Manufacturing Practice.

AND

Education: Equivalent to graduation from college with at least 30 semester hours of college courses in one or a combination of bacteriology, biology, chemistry, food technology, pharmacology, environmental health, biomedical engineering, or other biological or chemical science. (Up to 15 semester hours in criminal justice may be credited toward 15 of the 30 total required above.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a Modified Qualification Appraisal Panel (QAP). Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses, not multiple choice questions**.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Basic scientific principles and methods.
2. General trends in current public health and safety problems related to the food, drug, and medical device fields.
3. State and Federal laws and regulations pertaining to the canning of foods, health fraud, product safety and manufacture, distribution and sale of foods, drugs, medical devices, cosmetics, hazardous substances, and youth tobacco enforcement.
4. Methods commonly used in the manufacturing, preparation, testing, compounding, packaging and selling of food and drug products subject to State and Federal laws and regulations.

5. Sanitation of foods, drugs, medical devices, cosmetics and related manufacturing plants.
6. Epidemiology, pharmaceutical chemistry, bacteriology, food technology, and vector control.
7. Engineering principles, investigative and enforcement procedures and techniques.
8. Rules of evidence.
9. General concepts of civil and case law related to food and drug regulatory work.
10. General organization and purposes of the Department of Public Health.
11. Adulterants found in the food and drug field.
12. Standards established for food, drug, medical devices, cosmetics and related products.
13. Policies of related enforcement agencies.
14. Technical changes and advances in regulated industries.
15. Administrative policies and procedures.
16. The Department's Equal Employment Opportunity objectives, non-discrimination policies, harassment policies, and workplace violence policies.
17. A supervisor's role in the Equal Employment Opportunity program.
18. Effective time management techniques to provide for efficient prioritization and completion of work assignments.

Ability to:

1. Make routine inspections and investigations.
2. Interpret and apply State laws, rules and regulations.
3. Analyze data and field situations.
4. Present ideas and information both orally and in writing.
5. Develop and maintain effective working relationships with the public and those contacted during the course of business.
6. Work independently.
7. Draw valid conclusions.
8. Make quick and accurate decisions.
9. Take effective action and prepare clear and comprehensive reports.
10. Physically perform duties of the class.
11. Plan, organize, direct and coordinate food, drug, medical devices, cosmetics, health fraud, product safety, hazardous substances, food canning inspection and investigation work, and youth tobacco enforcement.
12. Testify in court.
13. Interpret the analysis of regulated products, devices, and substances.
14. Effectively supervise subordinate personnel.
15. Train and evaluate personnel in the various phases of inspection and investigation work.
16. Develop, implement, and evaluate programs.
17. Effectively contribute to the Department's Equal Employment Opportunity objectives.
18. Make arrests, serve warrants, and serve process.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference will be granted in this examination since it does qualify as an entrance examination. California law limits granting of veterans preference to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in the top rank of the eligibility list, regardless of score.

All Open Exams/Eligible lists will award Veterans' Preference, regardless of the classification.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379